

Job Profile

Research and Insights Officer

Location	Solihull
Reports to	Workforce Planning Consultant
Hours	Nominally 37 hours but operationally available at all times to meet company requirements
Contract	Permanent
Constraints (travel/ base/ working patterns etc)	You are expected to attend our offices for a minimum of 2 days per week and as required by the Company, for the proper performance of your duties or for specific meetings, events or training.
Salary	£35-40k plus bonus eligibility, contributory pension, life assurance and further benefits
Date	November 2025

About us

We are the skills experts and voice for the energy and utilities sector. We have a specialist role that brings together industry and policy to address skills and workforce needs to deliver opportunity across the UK.

We help shape the nation's gas, power, water and waste talent now and in the future across the whole of the United Kingdom. With access to employers, policy makers and industry bodies, we're in a perfect position to identify current and future demands for workforce and skills, and then explore and implement solutions.

About the role

The Research and Insights Officer will play a key role in developing the Energy & Utility Skills Group's research and data insight capability.

Working alongside the Workforce Planning Consultant, this role will lead on the development, analysis, and presentation of internal primary data sources (including the Energy & Utility Skills Register (EUSR) and Energy & Utility Careers & Jobs (EUCJ), in addition to harnessing secondary and tertiary public sources.

The role will support evidence-based decision-making, shape workforce strategy across the sector and the four nations, and ensure the Group is positioned to deliver high-quality insight in support of the 2025-30 Skills Strategy.

About you

You are naturally curious, confident with data, and motivated by impact. You combine technical skill in data collection, analysis, and visualisation with a desire to help others make better, evidence based decisions. You enjoy translating complexity into clear insight and are confident working with large datasets from multiple sources to uncover patterns and tell a story.

You take pride in accuracy and credibility, and you are comfortable engaging with colleagues at all levels to shape how research and insight inform strategy, workforce planning, and national policy. You are ambitious about using your skills to strengthen the sector's understanding of its workforce challenges and opportunities.

Above all, you are driven by purpose, have strong analytical instincts, and want your work to make a measurable difference.

Key Responsibilities:

Design, delivery and management of research

- As part of the research team, manage the design and delivery of research and insight projects that support the Group's 2025-30 Skills Strategy, membership, and operational objectives including evaluation and reporting
- Manage and interrogate primary data sources such as EUSR and EUCJ to generate actionable insight, including data cleansing, analysis, visualisation, and interpretation.
- Develop and maintain dashboards, reports, and insight packs for internal and external audiences, presenting findings clearly and with rigour.
- Work cross-functionally with strategic communications, policy, and membership to ensure insight informs operational decisions, policy positions, and external communications.
- Support the Group's four-nations approach (England, Wales, Scotland, Northern Ireland) by ensuring insight is disaggregated and aligned across the nations equally in line with the Group's strategic commitments.
- Support the delivery of the Group's Workforce Planning Model, providing long term workforce insights to sector employers.
- Monitor and evaluate key metrics and outcomes such as workforce supply-demand trends, member needs, and content engagement, and make recommendations for continuous improvement

Development of Group research capability and knowledge

- Utilise AI-supported research tools and automation to improve efficiency, reduce manual effort, and raise quality of output.
- Ensure all data analysis and insight work are undertaken in compliance with data protection laws (GDPR), internal policies, and recognised best practice.
- Provide training and guidance to colleagues on interpreting insight, making data-driven decisions, and using relevant tools.
- Stay abreast of sector trends, analytic techniques, AI capability developments, and best practice in workforce insight and data intelligence.

Additional Responsibilities

- Demonstrate alignment with the organisation's values through a collaborative approach, professionalism, and a clear focus on quality and impact.
- Commitment to continuous learning, taking ownership for personal and professional improvement and contributing positively to the culture and performance of the team.
- Ensure compliance with Energy & Utility Skills data protection policies and processes.
- Take reasonable care of your own health and safety and that of others in the workplace.

Job Holder Specification

Specification	Essential	Desirable
Knowledge & Experience		
Experience of developing and delivering research, data analysis, insight and evaluation in a fast paced professional environment.	✓	
Demonstrable track record of building and maintaining effective internal and external relationships.	✓	
Knowledge of and experience of using data analytics tools to track and present research/insights;	✓	
Experience of providing data insights to a range of audiences that inform/drive business decisions.	✓	
Commitment, curiosity and commitment to continuous learning, with experience of taking ownership of personal and professional development.	✓	
Knowledge of and experience of using AI and/or digital tools to support research development		✓
Understanding of workforce planning, skills strategy, or membership engagement. Familiarity with UK national policy, labour markets, vocational training, and workforce supply-demand dynamics.		✓
Experience of working within skills, energy and utilities or a membership organisation.		✓
Competencies & Skills:		
Presenting and communicating information: exceptional ability to discuss and write research outputs clearly and succinctly, writes convincingly across a range of communications channels, presents and undertakes public speaking with skill and confidence, responds quickly to audience needs and projects credibility	✓	
Analysing: analyses numerical data, verbal data and all other sources of information; makes rational judgements from the available information and analysis; produces workable solutions and recommendations	✓	

Applying Expertise & Technology: Applies specialist and detailed technical expertise; develops job knowledge and expertise through continual professional development; shares expertise and knowledge with others; uses technology to achieve work objectives	✓	
Planning & Organising: Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish complex and varied projects and tasks; monitors performance against deadlines and milestones.	✓	

Our Values

Together

We are stronger, collaborating internally and externally to deliver success as one high performance team.

Credible

As specialists, we are trusted to provide thought leadership, the skills voice for Industry and skills solutions for energy and utility industries.

Making A Positive Difference

A great place to work, we individually and collectively play a key role in shaping a greener world.